

**WATERLOO HISTORIC PRESERVATION COMMISSION
REGULAR MEETING – December 19, 2017– 4:30 P.M.
Mollenhoff Conference Room, City Hall**

Ottesen called the regular meeting of the City of Waterloo Historic Preservation Commission meeting to order at 4:31 p.m.

Commission Members in attendance were: Ottesen, Price, Jenson, Stevens, Jaacks and Miller.

Commission Member(s) absent were: Orlando.

Others Present: Pat Morrissey – City Council Representative, E.J. Gallagher – Grout Museum, and John Dornoff – Planning Staff

Approval of Agenda

Motion made by Price, seconded by Miller to approve the agenda of the December 19, 2017 regular meeting. Motion carried unanimously.

Approval of Minutes

Motion made by Price seconded by Miller to approve the minutes of the November 21, 2017 regular meeting. Motion carried unanimously.

Hearings

Certificate of No Material Change for the Renssalaer Russell House:

Dornoff noted that due to a badly installed gutter there has been some damage to the Renssalaer Russell House and they are currently looking to do repairs to it. They are also looking to change the type of wood on the front porch into a more sturdier wood but it will have the same color paint so it will be difficult to tell the difference.

Motion made by Jenson seconded by Price to approve the Certificate of No Material Change for the Renssalaer Russell House. Motion carried unanimously.

Dornoff noted that although the grant application for the Community Foundation is not due until the March 31st, only one group within the city can apply for the grant so it is important to let the Mayor and other organizations know the commission's intentions on applying for the grant.

Miller noted that the street lights in Highland need to Powder Coated and requested that be in the grant application.

Motion made by Price seconded by Jenson to approve applying for a Grant from the Community Foundation and to have a project list presented at the next meeting. Motion carried unanimously.

Reports

1. Main Street

Ottesen noted that the deadline has been extended for the Executive Director position due to the lack of qualified candidates.

2. Silos and Smokestacks.

Silos and Smokestacks congratulated the commission on getting the CLG Grant.

3. Grout Museum

Gallagher had no report for this month.

4. Rath Administration Update

Dornoff noted that the city now has title back to the Rath building and that he along with KWWL toured the building. It was also noted that there is a couple of developers interested in the building so hopefully something positive will come of it.

5. Walnut Survey

Dornoff noted that Louis Berger was delayed in doing their on the ground surveys but they have now been done and they hope to have some recommendations by the end of January.

6. Highland

Miller noted that the Cedar Falls Historic Preservation Commission will be meeting at the Duke Young room at the Cedar Falls City Hall on January 10th which is the second Wednesday of the month at 4pm and the Waterloo Historic Commission has been invited to attend.

Miller also asked who was responsible for Independence, whether it was still a state highway or the city since the neighborhood would like to see additional street lights put in.

The neighborhood is looking to Nagle signs for the district plaques which will cost approximately \$358 plus shipping and handling and come in a variety of styles.

Discussion Items/Possible Actin Items

1. Grants

Dornoff said that the commission has received a \$10,000 grant from the State of Iowa which will be used for a survey of the Smokey Row area. While the grant will not pay for the entire amount of the survey, due to the amount of vacant lots in the area it should cover a good area. Also the commission will try to get funding from the planning department.

2. Presentation at Iowa State University

Dornoff attended a presentation at Iowa State University which featured a speaker from the State of Michigan whose organization has done work in such cities as Detroit and Flint. There was several takeaways included requiring landlords to register their empty buildings, fining them if they do not and do not board up the home, and other ways to help the neighborhoods.

Another important project that was done was to bring in experts to talk about rehabilitation of historic properties because often times a contractor can make more money replacing than fixing but often times the original windows and such can be fixed.

3. Following the Ordinance in Meetings?

Dornoff said that Councilperson Amos told him and Anderson that he did not feel that the commission was following the Ordinance. Dornoff went through the Ordinance and did not find any things that the commission seemed to be doing that violated the ordinance.

Dornoff did however note that the commission is supposed to be giving yearly updates to the City Council and thought that with new commissioners that it would be a good idea if that was done soon so the commission will propose a work session with the council after the first of the year.

4. Design Guidelines

Ottesen had a hand out that broke down the 2012 design guidelines and the new Secretary of the Interior Design Guidelines dividing each section to different commissioners. Ottesen noted that the commission should mainly focus on the rehabilitation sections that begin on page 75. The goal will be to have each member of the commission look over the guidelines over the next month.

5. Thank you Letter Proposal

Jenson proposed that the commission send out Thank You letters to those doing work on historic buildings to tell them that the commission appreciates the work that is done to preserve the historic treasures.

6. CIP 2019-2023

Dornoff noted that the CIP process should be starting its full swing in the next couple of weeks. It was recommended that letters of support be sent out if you feel strongly about a project.

7. Most Endangered Building List 2018

Dornoff requested that any suggestions for Most Endangered Buildings be sent to him before the next meeting so it can be voted on and the information gathered in time for the Awards Banquet.

8. City owned properties/Demo List

The house at 312 Clay is being bought by a private party and going to be fixed up. It was also noted that Habitat for Humanity is looking to purchase some properties in the Walnut District to fix them up.

9. Action Plan

Dornoff noted that the commission is red on a few items but once the grant to the Community Foundation is done that will put that item in the green.

10. Banquet 2018

Dornoff noted that he found an old form that was used for nominations for awards and will reuse that form to make it easier to prepare everything. Discussion about having it at the Center for the Arts again although this time not when the Girls Night Out is.

11. School Art Project

No Update

12. Survey form filing and Data Entry Update

Dornoff noted that he has gone through the 1985 survey forms and found that 14.88% of the survey properties have been demolished. However he did note that there is 1281 “B” rated and 80 “A” rated properties that still stand and will be attempting to map those in the coming months.

13. Election of Chairman and Vice Chairman

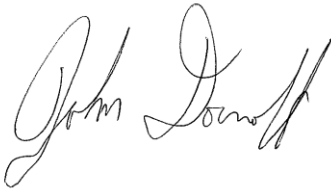
Motion made by Jenson seconded by Jaacks to nominate Ottesen as Chairperson of the City of Waterloo Historical Preservation Commission for 2018. Motion carried unanimously.

Motion made by Jaacks seconded by Price to nominate Jenson as Vice-Chairperson of the City of Waterloo Historical Preservation Commission for 2018. Motion carried unanimously.

Adjournment

Ottesen adjourned the meeting at 5:38 p.m.

Respectfully submitted,

A handwritten signature in black ink that reads "John Dornoff". The signature is written in a cursive, flowing style.

John Dornoff
Planner I